

<b>1. Incident Name</b> Gold King Mine Release		<b>2. Operational Period (Date/Time)</b> From: 08/13/15 0600hrs To: 08/15/15 0600hrs		<b>DAILY MEETING SCHEDULE</b> ICS 230-CG	
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>					
<b>Date/ Time</b>	<b>Meeting Name</b>	<b>Purpose</b>	<b>Attendees</b>	<b>Location</b>	
0700 hrs	<b>EPA IC Meeting</b>	Daily briefing to discuss daily objectives and priorities.	EPA staff.	Incident Command	
0830 hrs	<b>R8 EPA OPS Call</b> <small>Nonresponsive Conference Code</small>	Status update/assess field needs.	EPA IMT staff/Mgmt	Conference Call	
0830 hrs	<b>Daily PIO Call</b>	Determine communication needs.	All PIO Staff	IC/Conference Call	
1000 hrs	<b>IC Meeting</b>	Daily briefing to discuss daily objectives and priorities.	All ICP Staff	EPA Incident Command	
1030 hrs	<b>R8/R6/R9/HQ Call</b> <small>Nonresponsive Conference Code</small>	Discuss Regional response status, priorities and resources.	R8/6/9 Removal Managers, Gina C., RESL, SITL	Conference Call	
1200 hrs	<b>Site Tour</b>		Determined Daily		
1300 hrs	<b>PIO Check In</b>	Status update.	All PIO Staff	JIC/Conference Call	
1300 hrs	<b>EPA Pre-HQ call</b> (Mgt has number)	Prepare for 1400 hrs call.	Executive Leadership, Gina	Conference Call	
1400 hrs	<b>EPA HQ/SLT Call</b> (Mgt has number)	Discuss project status and resource needs.	Executive Leadership, Gina	Conference Call	
1400 hrs	<b>Congressional Call</b>	Discuss Communication Strategies w/officials.	Ostrander, PIOs, Liaison	Conference Call	
1500 hrs	<b>Media Call</b> <small>Nonresponsive Conference Code</small>	Discuss media needs.	Regional PIOs	County Office Building/ Conference Call	
1600 hrs	<b>IC PIO Meeting</b>	Status update.	All PIO Staff	IC/Conference Call	
1630 hrs	<b>OPS Call</b> <small>Nonresponsive Conference Code</small>	Status update/assess field needs.	REOC Staff/Mgmt	Conference Call	
<b>4. Prepared by: (Planning Section Chief)</b> Rebecca Broussard, EPA R8			<b>Date/Time</b> 08/11/15 11:30 hrs		
<b>DAILY MEETING SCHEDULE</b>			<b>ICS 230-CG (Rev.07/04)</b>		

## DAILY MEETING SCHEDULE (ICS 230-CG)

**Purpose.** The Daily Meeting Schedule records information about the daily scheduled meeting activities.

**Preparation.** This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution.** After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).